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# HEALTHY HEART AMBASSADOR PROGRAM CONSIDERATIONS

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## Meeting Space

Office Hours require a space to conduct one-on-one consultations for 3-8 hours per week. Three separate office hour blocks each week is encouraged, depending on your community's needs. Nutrition Education Seminars require a space to facilitate a 1-hour Nutrition Education Seminar each month for a group of participants.

Questions to consider:

- Is the space accommodating to the priority population(s), especially those experiencing health disparities and inequities?
- Is the space convenient, accessible, and available during Office Hours?
- Is the space safe and secure, especially during Office Hours?
- Does the space allow for privacy and confidentiality?
- Does the space facilitate relationship building?
- Will this space be available for the duration of the program (4 months)?

## Staffing

| Program Manager   | Healthy Heart Ambassador/Program Facilitator   |
|-------------------|--|
| External outreach | Enroll participants                            |
| Operations        | Provide office hour consultations              |
| Staff support     | Provide weekly support messages                |
| Supervision       | Document program activities                    |
| Lead huddles      | Deliver or attend Nutrition Education Seminars |

## Supplies

- Blood Pressure Cuffs  
(1 for each HHA; plan for how participants will acquire cuffs)
- Computer with Internet
- Projector (if in-person)
- Handouts (PDF or printed)

## Cost Considerations

- Staffing
- Training costs
- Technology
- Supplies (cuffs, lock box, etc.)
- Program promotion (brochures, fliers, program materials, etc.)



## **Program Pricing**

- Will you charge a program fee?
- Will the fee cover your organization's expense to run the program?
  - If not, how will you subsidize the program?

## **Forms and Paperwork**

Your organization will need to determine what information you'll collect and what forms will be required. Example forms might be:

- |  |  |
|--|--|
| • Authorization for Use and Disclosure of Health Information | • Enrollment Form                              |
| • Informed Consent   | • Office Hours Log                             |
|  | • Nutrition Education Seminar Attendance Sheet |

## **Staff Training**

Allot time for your Program Facilitators to receive the following trainings:

- Introduction to the Healthy Heart Ambassador Blood Pressure Self-Monitoring Program e-Module (~1 hour)
- Program Facilitator Training (~5 hours)

You may also choose to require Program Facilitators to attend trainings on:

- Your organization's HIPAA Privacy & Security Training
- Motivational Interviewing

*For more information, please contact KDHE's Healthy Hearts Ambassador Trainer, Amy Turcotte, at [Amy.Turcotte@ks.gov](mailto:Amy.Turcotte@ks.gov).*